

DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT
EMERGENCY HOUSING AND ASSISTANT PROGRAM
CAPITAL DEVELOPMENT (EHAPCD)

REQUEST FOR DISBURSEMENT INSTRUCTIONS

The Emergency Housing and Assistance Program Capital Development (EHAPCD) Request for Disbursement (RFD) is the document used to request reimbursement for actual expenditures from the EHAPCD Loan and to capture Total Project Costs.

To complete the RFD form, EHAPCD Borrower shall refer to the State Standard Agreement (SA) and/or "Sources and Uses" budget approved by EHAPCD. Several boxes on the RFD form have formulas and manipulation of any boxes shall have prior approval by EHAPCD.

1. Enter the State Standard Agreement Contract number, Standard Agreement Expiration Date, and Date of the RFD request.
2. Enter the Activity Type (Rehabilitation, Acquisition, and/or New Construction), Draw Number (number each draw sequentially for each disbursement), Original EHAPCD Award amount, Borrower's Name (as stated on the SA), Borrower's Address, Contact Email Address, Telephone Number, Project Name and Address.
3. Project Line Items – Enter all line items needed to complete the project and approved on the Sources and Uses form. Adding or removing existing lines items may alter the formulas.
4. Enter the Total Amount of All Project Funds for each line item, needed to complete the Project. Round to the nearest dollar, do not report cents.
5. Enter the EHAPCD Total Project Amount of Funds for each line item. Round to the nearest dollar, do not report cents.
6. Enter the Total Amount of funds requested for the RFD. Column #6 will calculate the amount of retention for each line item.
7. Enter the Total to Date amount of EHAPCD funds requested from Prior Draw Requests.
8. Nothing to enter; a formula will calculate the amount of retention withheld from the request of funds for each line item.
9. Nothing to enter; a formula will calculate the balance of available EHAPCD funds.
10. For Acquisitions only; enter the amount of funds for Acquisition in the Total Amount of All Project Funds column. Enter any Acquisition funds requested from EHAPCD in the EHAPCD Total Project Amount of Funds column. For request of EHAPCD funds for Acquisition after the HCD Loan Documents records; enter the amount of Acquisition in the Total Amount for this EHAPCD Draw Request column.
11. Enter the amount of funds requested for Non-Recurring Costs. Note: For EHAPCD Loans approved before 2011, program limits up to 5% of the EHAPCD Loan amount. For EHAPCD Loans approved after 2011, program limits up to 2% of the EHAPCD Loan amount.

Please have all required and approved Signatories sign page two of the RFD. Submitting a RFD with incomplete signatures or information may delay receiving the disbursement. Submit backup documentation of costs with each RFD.